

EMPLOYEE TRAINING RECORD		
TRAINING TITLE    CHANGING AND CHARGING STORAGE BATTERIES		
HAZARDS		KEY TEACHING POINTS
<ul style="list-style-type: none"><li>• Explosive</li><li>• Flying objects</li></ul>		<ul style="list-style-type: none"><li>• Visual</li><li>• Sparking</li></ul>
PERSONAL PROTECTIVE EQUIPMENT		
<ul style="list-style-type: none"><li>• Hard hat</li><li>• Acid resistant gloves</li><li>• Safety boots/shoes</li></ul>		<ul style="list-style-type: none"><li>• Eye and face protection</li><li>• Acid resistant aprons</li></ul>
SAFE OPERATING PROCEDURES		
<ul style="list-style-type: none"><li>• Review safe practice rules for applicable equipment (including rental equipment) and perform pre-operational checks.</li><li>• Battery charging installations shall be located in areas designated for that purpose.</li><li>• The area shall be adequately ventilated to prevent considerations of flammable gases.</li><li>• Appropriate lifting and handling devices or equipment shall be provided for handling batteries.</li><li>• Smoking and open flame shall not be permitted in battery charging area, signs stating that prohibition shall be posted in the area.</li><li>• Precautions shall be taken to prevent open flames, sparks, or electric arcs in battery charging areas.</li><li>• Tools and other metallic objects shall be kept away from the top of batteries.</li><li>• When charging batteries, the vent caps shall be kept firmly in place to avoid electrolyte spray. Care shall be taken to assure that vent caps are functioning.</li><li>• Fire extinguishing equipment adequate to cope with the hazards which may be encountered shall be provided and maintained close at hand.</li><li>• Face shield shall be worn when measuring storage battery specific gravity or handling electrolyte.</li><li>• The supervisor shall ensure that such devices are used by the employees.</li><li>• The supervisor shall also ensure that acid resistant gloves and aprons are worn for protection against acid spattering.</li><li>• When taking specific gravity readings, the open end of the hydrometer shall be covered with an acid resistant material while moving it from battery to battery to avoid splashing or throwing the electrolyte.</li><li>• Check batteries for proper fluid level and corrosion on terminals.</li><li>• Add water only to a used battery. Electrolyte should be added to a new battery only.</li><li>• Connect positive to positive terminals and negative to negative terminals before charging batteries.</li><li>• Allow ample time for fumes to dissipate before connecting or disconnecting batteries to or from battery charger. A spark could cause an explosion.</li><li>• Clean top of battery, removing all dirt and corrosion before charging battery.</li><li>• Battery charger must be turned off before connecting or disconnecting batteries.</li><li>• Keep tops of batteries clean. Moisture and dirt allows batteries to discharge.</li><li>• If battery acid is spilled on skin, neutralize with cool, clean water for 15 minutes or more. If spilled on clothing or other surfaces, neutralize with baking soda and water. This solution should also be used periodically to keep battery holders, terminals and tools clean.</li></ul>		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1 The area shall be adequately ventilated to prevent considerations of flammable gases.		
2 Add electrolyte only to a used battery. Water should be added to a new battery only.		
3 Keep tops of batteries clean. Moisture and dirt allows batteries to discharge.		
4 Connect positive to positive terminals and negative to negative terminals before charging batteries.		
5 Face shield shall be worn when measuring storage battery specific gravity or handling electrolyte.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
1 T 2 F 3 T 4 T 5 T		